



TAKELEY PARISH COUNCIL

Full Council Annual Meeting

Minutes of the Annual Meeting of Takeley Parish Council

Held on Wednesday 10th May 2023 at 7.30pm at

The Old School Community Centre

Members Present: Cllrs Pat Burnett, Paul Burnett, Jim Backus, Patricia Barber, Darren Berwick, Phill Bodsworth, Jackie Cheetham, David Daykin and Sue Sprules.

In attendance: Jackie Deane (Clerk, Cllr Geoff Bagnall and 5 members of the public.

Item	
23/1	Election of the Chairman for the Civic Year 2023-24 <i>Cllr Daykin was proposed but there was no seconder.</i> Cllr Pat Burnett was proposed as Chairman by Cllr Cheetham, seconded by Cllr Berwick and duly elected for the civic year. Cllr Burnett signed a declaration of acceptance of office. The decision was unanimous.
23/2	Appointment of a Vice Chairman for the Civic Year 2023-24 In his absence, Cllr Phill Bodsworth was proposed by Cllr Barber, seconded by Cllr Backus and duly elected as Vice Chairman for the civic year 2023-24. The decision was unanimous.
23/3	Apologies for Absence Apologies were received and accepted from Cllr Bodsworth. Apologies were also received for UDC Cllrs Mark Collette and Maggie Sutton and from Essex County Cllr Susan Barker.
23/4	Councillor Co-options a) It was RESOLVED to co-opt Terry Good onto the Council. Cllr Pat Burnett proposed co-option and this was seconded by Cllr Cheetham. The decision was unanimous. b) It was RESOLVED to co-opt Anila Banerjee onto the Council. Cllr Pat Burnett proposed co-option, and this was seconded by Cllr Cheetham.
23/5	Members' Acceptance of Office and Declaration of Interests The Clerk witness acceptance of office forms from all elected members and gave advice for members to complete and return members' interests forms to UDC Electoral Services.
23/6	Declarations of interests There were no declarations of interests for matters on the agenda.
23/7	Public Forum A Great Hallingbury resident asked if the Parish Council would be writing to the Planning Inspectorate in objection to the Wren Kitchens planning application and it was confirmed that the objection had been agreed at the Planning Committee and it would be sent by the Clerk ahead of the deadline.



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	<p>A resident enquired on the ownership situation for a stretch of verge along Parsonage Road, on the corner of Roseacres. The Clerk advised that the land is not owned by the Parish Council, however the Council's caretaker had already been asked to cut this small area on an ad-hoc basis. The resident also asked if a bench at this location could be repaired.</p> <p>Action: It was agreed that the 'Men's shed' would be contacted to see if they would be able to repair the bench.</p> <p>Two representatives from Little Canfield Stars gave a brief account of founding the all-girls football team in 2018 and how it has grown in popularity while based at Takeley Primary School. They reported that the players have benefitted from physical and mental wellbeing, new friendship groups, and the social benefits have extended to volunteers and parents involved with the club. They are seeking a new venue for a 9v9 pitch and an 11v11 pitch for the next season and asked if the Takeley Sports Field might be available. They are also seeking a new base for their team in the longer term, where they would actively fundraise for an all-weather pitch with floodlighting, car parking and a small pavilion. The initiative could be based at the Takeley Sports Field however the improvements would be funded on the premise of giving priority booking to all-female teams.</p> <p>Action: Members to consider the proposals at a future meeting, to discuss the potential for supporting the joint working to improve the facilities.</p> <p>Cllr Bagnall expressed his support for this kind of initiative.</p> <p>Daniel Burford, representing MAG at Stansted Airport spoke to invite questions or comments from the community and he responded to questions on airport parking, both by individuals in on-street parking and by illegal sites trading. He explained that one unofficial car parking firm was closed down by Trading Standards, in liaison with Stansted Airport. He also gave an update on the upcoming refurbishment of the payment booths at the front of the terminal and changes to the resident parking card facility, which will be changing to ANPR. Regarding the football facilities project, Mr Burford would be happy to meet with the team to discuss initial seed funding for an all-weather pitch.</p>
23/8	<p>Minutes of the Last Full Council Meeting</p> <p>The Minutes of the Full Council meeting held on 5th April 2023, were approved as a true record of the meeting. (Proposed by Cllr Cheetham and seconded by Cllr Sprules.</p>
23/9	<p>Ward Councillor/County Councillor Reports</p> <p>Cllr Bagnall reported that new councillors were having IT and mandatory training and work of councillors will get underway in early June.</p>
23/10	<p>Councillor Reports on External Meetings</p> <p>Cllr Cheetham reported on her recent attendance at the Stansted Airport</p>



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	<p>Consultative Committee (STACC) meeting, and where the current government consultation on night noise was discussed. She confirmed that Parish Council has put in a response to the consultation. Changes to the drop-off area and parking booths was also reported. The STACC Committee will look at taking best practice from other airports which would include environmental aspects.</p> <p>Action: Cllr Cheetham requested that a link to Future of Airspace updates should be placed on the website.</p>
23/11	<p>Clerk's Report</p> <ul style="list-style-type: none">a) Councillor induction is offered to all new members by the Clerk and EALC training is available in line with the Council's policy. Members were asked to note that they should request all training via the Clerk. Training on the adopted UDC Code of Conduct is also available from UDC and correspondence from UDC was noted.b) Potential new play equipment has been costed by a supplier, for initial review by the working group. The path in the Recreation Ground has been flooded recently and is being monitored.c) Gigaclear has completed works to move the broadband router from the meeting hall to the Parish Council office.d) Broadmead Leisure has agreed to quote for playground equipment repair items following the May ROSPA inspections.e) The Clerk missed the deadline for the specific coronation celebratory tree grant and will look to alternative grant funding for this item.f) Mike Letch, the Council's appointed internal auditor, has issued a positive report following his inspection on 21st April. Several minor adjustments will be made on his recommendation, including numbering agenda/minute items sequentially throughout the civic year, with separate sequences for the committee minutes. It was noted that a donation had been minuted in December, which should have been recorded as a grant.g) Committee Terms of Reference – These will be considered at the first committee meetings to take place after the May Full Council meeting. The internal auditor suggested consideration of delegated authority to the planning committee for a sum of expenditure, within the overall planning budget. Recommendations from each committee for adoption or changes to the Terms of Reference will be returned to the next available Full Council meeting for a decision.h) Informally, the Internal Auditor recommended that the Council contract out staff salary and pensions payments and agreed to send details of a recommended company. Other councils can be contacted for their recommendations. This will be discussed at the next finance committee, for a recommendation.i) The Clerk updated members on the FoodShare initiative which hopes to commence in the Community Centre in the café on Thursday mornings, starting at 9.30am.



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23/12	<p>Policies for Adoption</p> <ul style="list-style-type: none"> a) Updated standing orders (adapted from the NALC model, revised April 2022) were circulated ahead of the meeting. It was RESOLVED to adopt the updated standing orders (proposed by Cllr Cheetham and seconded by Cllr Pat Burnett). b) It was RESOLVED to adopt the Financial Regulations (unchanged in members' information packs, proposed by Cllr Paul Burnett and seconded by Cllr Good). c) It was RESOLVED to adopt the Training Policy (unchanged in the member information pack, proposed by Cllr Cheetham and seconded by Cllr Sprules). d) It was RESOLVED to adopt the Media and Press policy, with Paragraph 4 heading updated to read: 'contact with the media and individual posts on all social media' (proposed by Cllr Pat Burnett and seconded by Cllr Backus). Action: Heading for Paragraph 4 to be updated in the members' information pack. e) It was RESOLVED to adopt the Civility and Respect Pledge (renewal – unchanged, proposed by Cllr Good, seconded by Cllr Paul Burnett, the vote was unanimous).
23/13	<p>Appointment of Clerk/RFO/Proper Officer</p> <p>The Council's internal auditor recommends that the previous resolution in December 2022, to appoint the Clerk/RFO, be confirmed by resolution to appoint Jackie Deane also as the Proper Officer.</p> <p>It was RESOLVED to appoint Jackie Deane as the Clerk, RFO and Proper Officer of the Council, effective from 1st December 2022. (Proposed by Cllr Sprules and seconded by Cllr Barber, the decision was unanimous.)</p>
23/14	<p>Committees and Member Responsibilities</p> <p>Current membership was circulated ahead of the meeting, for updating with members' current interests and availability. The new responsibilities were agreed. Action: The Clerk to note changes and circulate the updated document.</p>
23/15	<p>Finance</p> <ul style="list-style-type: none"> a) It was RESOLVED to approve the March and April finance reports (Proposed by Cllr Sprules and seconded by Cllr Pat Burnett. The current balance on account was noted from the April report.



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- b) It was **RESOLVED** to approve the following payments, in addition to contractual items and those agreed on an annual basis:

Payee	Details	Net cost £	VAT £
Castle Water	Balance on account	1,559.27	63.75
Letchwood	Internal auditor fee	£150	
BHIB	Insurance renewal (3-year agreement)	£2229.48	

(Proposed by Cllr Backus and seconded by Cllr Sprules).

- c) The Minutes of the finance committee meeting held on 21st April were noted. The recommendations for committee meeting were noted.
- d) Transition to Rialtas - A quote has been received for Rialtas to upload annual data and for an appointment to start the new system in June.

It was **RESOLVED** to accept a quote from Rialtas, as recommended by the finance committee, to the sum of £535 + VAT for consultancy to upload annual data and training to commence data inputting on the new Rialtas accounting system in June.

(Proposed by Cllr Cheetham and seconded by Cllr Sprules).

- e) Members considered a quote from Mike Letch for half-day Rialtas training to consolidate the initial training session, to the sum of £250 + VAT.

It was **RESOLVED** to accept Mr Letch's quote to the sum of £250 + VAT (proposed by Cllr Cheetham and seconded by Cllr Sprules).

Action: Clerk to contact Mr Letch to arrange an appointment in July or August.

- f) The next meeting of the finance committee will be held on Tuesday, 6th June at 10am.

Action: Agenda items to include

- a) matters for completion of the AGAR for the external audit
- b) arrangements for the committee to update the Council's risk assessment
- c) recommendation for using the separate instant access account for hall bookings management
- d) arrangements for transfer of funds to an interest-bearing account
- e) recommendation on outsourcing payroll duties.



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23/16	<p>Planning Committee Report and Recommendations</p> <p>a) Members noted the Planning Committee minutes from 12th April 2023.</p> <p>b) Cllr Cheetham reported that on the committee meeting held on 10th May, comments were agreed in principle, for the Clerk to write to PINS on the Wren Kitchens application and on 40 homes on Land North of Jacks Lane.</p> <p>c) Cllr Cheetham requested that all future planning meetings be moved to the first Wednesday of the month as the second Wednesday coincides with UDC Planning Committee where members might attend. This was agreed and it was noted that the next meeting will be held on 7th June at 10.30am.</p> <p>d) The Clerk gave a brief progress report on the Smiths Green Conservation Area Appraisal.</p> <p>e) It was noted that the Clerk and Cllr Cheetham will attend UDC planning training on 30th May 2023, at 4pm in UDC's Lt Canfield premises.</p> <p><i>At 9.30 it was resolved to suspend standing orders for the meeting to continue past 2 hours, for the business on the agenda (proposed by Cllr Paul Burnett and seconded by Cllr Berwick).</i></p> <p>f) The Clerk gave a brief update on liaison regarding the ECC land ownership within the parish. Cllr Cheetham reported that she had just received correspondence that this matter would be placed on an agenda for their meeting to be held on 20th June.</p> <p>Action: Clerk to liaise with Cllr Barker and the County Council for an update.</p> <p>g) The Clerk reported her request to UDC for liaison with UDC and the NHS regarding the permitted health provision at the approved on the Weston Homes site.</p> <p>h) The Clerk to gave an update on the Parsonage Road safety audit and HGV planning conditions for the Elsenham landfill facility, with further information pending.</p>
23/17	<p>Neighbourhood Plan Update</p> <p>Cllr Cheetham reported that the Steering Group is looking to launch the questionnaire as soon as possible and there will be a presentation at the Annual Parish Assembly to be held on 17th May.</p>
23/18	<p>Grant Requests</p> <p>a) Friends of the Flitch Way</p> <p>The volunteer group, Friends of Flitch Way, has been working along the Flitch</p>



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	<p>Way at Stane Street Halt and found that the existing bench has deteriorated and needs replacing. They would like to purchase a wooden sleeper bench with metal legs from a supplier recommended by Essex Country Parks. The group requests a grant of £300-£400 to purchase a bench, which they would install.</p> <p>It was RESOLVED to grant the sum of £400 to the Friends of the Flitch Way from the s137 budget (proposed by Cllr Backus and seconded by Cllr Banerjee).</p> <p>b) Takeley Primary School</p> <p>A request was received from Takeley Primary School PFA for a grant towards the cost of medals for the King's Coronation for £183 towards the total cost of £365.75.</p> <p>It was RESOLVED to grant Takeley Primary School PFA the sum of £183.00. (proposed by Cllr Backus and seconded by Cllr Paul Burnett).</p>
23/19	<p>Correspondence</p> <p>UDC circulated available dates to book for Parish Standards Training as follows: Friday 16th June at 2pm (Train the Trainer), Monday 19th June at 2pm, Monday 19th June at 6pm and Monday, 24th July at 6pm.</p>
23/20	<p>Items to Note and for Future Meetings</p> <p>Actions and future agenda items to be noted.</p> <p>Action: Cllr Sprules agreed to scan and email to members her cost comparison for plants and delivery.</p>
23/21	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 7th June 2023 at 7.30pm in the Old School.</p> <p>The Annual Parish Assembly will be held on Wednesday 17th May at 7pm and a Locum Clerk has agreed to attend the meeting.</p>

The meeting closed at 10.07pm.

Signed by the Chairman

Date

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MARCH FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R Budget Ref
BFWD			46118.86				
03/04/2023	SO	Activ Web Design	Website hosting		35.00	7.00	check i
04/05/2023	CR	Hall Hire	Inv 2275, 2280, 2282, 2277/70/76	562.00			
05/04/2023	DD	Unity Bank	Set-up fee debit card		50.00		
06/04/2023	BACS	UDC	Grant for playground	3010.00			
11/04/2023	DD	SSE	Old School Gas		2093.85	565.22	
11/04/2023	DD	TV License	Tv License		26.50		
11/04/2023	DD	XLN	Phone Old School		53.80	10.76	
17/04/2023	CR	R Cheetham and H	Donation to Nplan and Hall hire	522.50			
20/04/2023	BACS	UDC	Precept	84500.00			
24/05/2023	BACS	Rascals Pop Star	Hall Hire Inv 2301	75.00			
25/04/2023	DD	NPOWER	Street lights		30.66	1.53	
25/04/2023	BACS	EALC	Finance course inv 16681		70	14.00	
25/04/2023	BACS	RCCE	Subscription inv		60.00	12.00	
25/04/2023	BACS	EALC	Subscription inv 16672		862.96		
25/04/2023	BACS	CS Electrical	Inv 01/TPC callout		70.00		
25/04/2023	BACS	DeFib UK	Inv 2411		163.00	32.60	
25/04/2023	TF	INST ACCESS A/C	Defib		-195.60		
25/04/2023	BACS	HMRC	Tax & NI		790.00		
25/04/2023	BACS	Personnel	Salary 04		804.68		
25/04/2023	BACS	Personnel	Salary 05		381.33		

25/04/2023	BACS	Personnel	Salary 06	-2053.15		2053.15	
25/04/2023	BACS	Personnel	Essex Pensions	-1132.11		1132.11	
25/04/2023	BACS	TBS Hygiene	Bin Collections 3642	-87.36		72.80	14.56
25/04/2023	BACS	TBS Hygiene	Bin Collections 3543	-339.84		283.20	56.64
25/04/2023	BACS	JM Deane	Travis Perkins Expense	-93.99		78.32	15.67
25/04/2023	BACS	Sterling Washroom	Hygiene Bins 22433	-103.68		86.40	17.28
25/04/2023	BACS	J Bridgeman	Office expenses	-128.66		116.69	11.97
26/04/2023	BACS	G Yianni	Hall Hire Inv 2288	190.00	190.00		
27/04/2023	BACS	A Harvey	Hall Hire deposit 2244	-100.00		100.00	
27/04/2023	BACS	N Palman	Hall Hire deposit 2274	-100.00		100.00	

TOTAL		124900.28	88859.50	9318.85	759.23
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Highlighted - Grants and ringfenced reserve

B/Fwd	46118.86
Receipts	88859.50
Expenses	-9318.85
VAT	-759.23

124900.28

Current Acct Bank Statement

125100.28

£200 payments pending

Defib Account

3620.04

-195.60

School House Account

34635.17

Total Cash held

163355.49